

Job Description for Library / Media Specialist

The primary roles of the Library Media Specialist in the Forest Hills School District are to

- Support the mission and continuous improvement plan of the district.
- Support and enhance learning as an integral part of the curriculum.
- Promote and encourage reading for academic achievement, lifelong learning and leisure pursuits.
- Provide, integrate and utilize a technology rich environment to support teaching and learning.

Primary responsibilities include:

Library Management

- Provide library skills instruction which is integrated across the curriculum in the following areas: Information literacy, Technology literacy and Media literacy.
- Collaborate with teachers to integrate the library program with academic content standards and the district curriculum.
- Guide and advise library support staff, including media assistant and parent volunteers, in the performance of their duties.

Collection Development and Curriculum

- Provide all students and teachers with up-to-date resources, including print, non-print and electronic materials.
- Develop a collection with consideration to curriculum alignment, teacher requests and the personal and information needs of students.
- Collaborate with classroom teachers to plan curriculum-based library activities, instruction and assessment.

Literacy and Reading Support

- Provide students with age-appropriate fiction and nonfiction reading materials and assist in the location and selection of reading materials based on student reading level, interests and information needs.
- Read to students, promote literature, reinforce reading skills and encourage independent reading for personal enjoyment.
- Assist teachers in choosing high-quality literature to supplement and enrich curricular studies.

Library-based Technology

- Provide leadership and demonstrate effective use of Internet, electronic resources and other library-based technologies to students and teachers.
- Practice and communicate ethical and responsible use of library-based technologies, including information on copyright and fair use.

Information, Technology and Media Literacy

- Provide information literacy skills instruction correlated to specific academic content standards and taught as an integrated process.
- Provide technology literacy skills instruction in the use of library-based technologies including appropriate and ethical use of technology for information access, retrieval, production and dissemination by way of electronic networks and the Internet.
- Support the learning of media literacy skills in collaboration with classroom teachers, technology integration specialists and technology coordinators.
- Assist students in communicating knowledge gained through technology rich products.

from Ohio Guidelines for Effective School Library Media Programs (Ohio Department of Education, December, 2003)

Technology Support

- Instruct students and staff in the operation of hardware and software.
- Be functionally literate on supported software in building.
- Communicate with building administrator and district technology coordinator regarding technology needs and use, including hardware, software and professional development.
- Maintain accurate hardware and software inventories, including relocation, transfer and disposal of equipment and licensing.
- Perform basic network operations, maintenance and troubleshooting, including workstation connectivity.
- Provide advanced workstation troubleshooting, including decision for referral to building technician.
- Communicate with building technician for repair of hardware and software installation.